



# NAFI Quick Guide Distribution Lists



Prepared by NAVFAC  
HQ  
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NAVY AIR FORCE INTERFACE(NAFI) - Microsoft Internet Explorer

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Address <https://www.nafi.navy.mil/> Go

**nafi**  
Navy Air Force Interface

DOD EDA  
EA-21 Home  
NAFI Home  
[NAFI Home](#)  
Account Registration  
NAFI Help Center  
User Notice

NAFI resides on a Department of the Navy computer system.  
NAFI is compatible with IE 4.0 - 5.05 and Netscape 4.7x  
Click here to Connect to the [TRAINING SITE](#)

**nafi**  
Navy - Air Force

1. Go to <https://www.nafi.navy.mil/>, type in your NAFI User Name and Password, select Navy Domain, and click the 'Login' button.

Welcome to NAFI Version 4.0	
UserName	<input type="text"/>
Password	<input type="password"/>
<input checked="" type="radio"/>	Navy Domain
<input type="radio"/>	Air Force Domain
<input type="checkbox"/>	Change Password after Signon
<input type="button" value="Login"/>	

Need Assistance? Contact Support at (703) 601-0247 or (703) 601-0239 or email NAFI Support at [eda.support@peoarbs.navy.mil](mailto:eda.support@peoarbs.navy.mil).

Done Internet

Erin Lambert is logged on to NAFI ---- ( Account Manager ) ---- Current Domain ( Navy ) - Microsoft Internet Explorer

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## NAFI Message Board

Welcome, *Erin Lambert (lamberte)*  
You are registered under: *N00025*  
Your password will expire in 90 day(s). Click [here](#) to update it.  
Goto [Retrieve Contract](#) page.

NAFI SysAdmin Messages

Date Posted	Message
3/14/2001 9:39:00 AM	Welcome to NAFI 4.0 Beta Test/Training environment.

2. Click on 'Personal Address Book'

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Update Personal Distribution List  
**Personal Address**

[Help](#) [Logout](#)

3. To find an existing NAFI user, enter information in the User Last Name box and click 'Search'. (you can narrow your search by selecting a Command, Site and/or Office Code)

*Enter Search Criteria and Click Search to Update your Distribution List.  
Select Name(s) to Remove from Distribution List or  
Add members to the Distribution List from NAFI Address Book or Personal Address Book  
or (V)-Vendor (O)-Other Non-NAFI members.*

Command	Site	Office Code	User Last Name	
All Commands	All Sites			<input type="button" value="Search"/>

Add User >>

Remove User <<

**Distribution List**

Add Members

Add Members <<<

**Personal Address Book**

No Lists Found

Last Name	First Name	Email Address	Vendor?
			<input type="checkbox"/>
<input type="button" value="Add Name"/>			

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**Personal Addressbook**

4. To add the existing NAFI user to the Distribution List, highlight the user and click on the 'Add User' button.

Add members to the Distribution List from NAFI Address Book or Personal Address Book or (V)-Vendor (O)-Other Non-NAFI members.

Command	Site	Office Code	User Last Name
NAVFAC	All Sites		Lambert

Search

Name	Command	Site	Office
Lambert, Erin	NAVFAC	N00025	KTR-EL

Add User  
Remove User

**Distribution List**

Add Members

View Members

View Members

Last Name	First Name	Email Address	Vendor?
			<input type="checkbox"/>

Add Name

Delete List Save List As...

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**Personal Address Book For: Erin Lambert**

Enter Search Criteria and Click Search to populate NAFI Address Book.

Add member

5. To add a contractor/vendor to the Distribution List, fill in the contractor/vendor's last name, first name and email address. Put a check in the Vendor box

Command: NAVFAC Sign: A

Add User >> Remove User <<

**Distribution List**  
Lambert, Erin  
View Members

**Personal Address Book**  
No Lists Found  
View Members

Add Members <<

Last Name: Vendor First Name: User Email Address: vendor@vendor.com Vendor? ☒

Add Name

Delete List Save List As...

6. When all of the fields are filled in, select 'Add Name'

Done

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**Personal Address Book For: Erin Lambert**

Add member

Command: All Commands Site: NO

Search

**Distribution List**

Add User >>  
Remove User <<

Lambert, Erin  
(V) Vendor, User

Add Members <<>>

**Personal Address Book**

\*Test List

View Members

View Members

Last Name: Non Vendor First Name: User Email Address: nonvendor@nonvendor.com Vendor? ☐

Add Name

Delete List Save List As...

7. To add a non-NAFI user that is not a vendor to the Distribution List, fill in the user's last name, first name and email address. Leave the Vendor check box empty.

8. When all of the fields are filled in, select 'Add Name'

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Update Personal Address Book

Start Help Logout

9. To remove a name from your Distribution List, highlight the name and click 'Remove User'.

Enter Search Criteria and Click Search to populate NAFI Address Book.  
Select Name(s) to Remove from Distribution List or  
Add members to the Distribution List from NAFI Address Book or Personal Address Book  
or (V)-Vendor (O)-Other Non-NAFI members.

Command

Site

Office Code

User Last Name

Search

All Commands

N00025

Distribution List

Add User

Remove User

Lambert, Erin

(O) Non Vendor, User

(V) Vendor, User

Add Members

Personal Address Book

\*Test List

View Members

View Members

Last Name

First Name

Email Address

Vendor?

☐

Add Name

Delete List

Save List As...

Done Internet

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**Personal Address Book For: Erin Lambert**

*Enter Search Criteria and Click Search to populate NAFI Address Book.  
Select Name(s) to Remove from Distribution List or  
Add members to the Distribution List from NAFI Address Book or Personal Address Book  
or (V)-Vendor (O)-Other Non-NAFI members.*

Command	Site	Office Code	User Last Name	
All Commands	N00025			<input type="button" value="Search"/>

Add User

Remove User

**Distribution List**

Lambert, Erin  
(O) Non Vendor, User  
(V) Vendor, User

Add Members

**Personal Address Book**

\*Test List

**10. When your Distribution List is complete, click 'Save List As'.**

Last Name	First Name	Email Address	Vendor?
			<input type="checkbox"/>

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Save Personal Distribution List. [Start](#) [Help](#) [Logout](#)

## Save Personal Distribution List As

*To save Distribution List names and addresses select a Personal Distribution List to be replaced or enter a new Distribution List name and select Public or Private.*

Distribution List Name:

Distribution List is ☐ Public or ☒ Private

11. Select a name for your Distribution List, indicate whether it is public or private, and click 'Save List'. This will make the list part of your NAFI Personal Address Book.

Done Internet

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Update Personal Distribution List  
Personal Address Book

12. Your new Distribution List will now appear in your Personal Address Book. To view the recipients of this Distribution List, highlight the Distribution List name and click on the 'View Members' button.

Command Site Office Code User Last Name Search

All Commands N00025

Add User >>>  
Remove User <<<

**Distribution List**  
Add Members

**Personal Address Book**  
\*Test List

Add Members <<<

View Members View Members

Last Name First Name Email Address Vendor? ☐

Add Name

Delete List Save List As...

Erin Lambert is logged on to NAFI ---- ( Account Manager ) ---- Current Domain ( Navy ) - Microsoft Internet Explorer

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Address <https://www.nafi.navy.mil/home.asp> Go

**13. Click the Browser Back button to return to your Personal Address Book.**

*Use th browser back button to navigate to the previous page.*

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**Memb**

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Name	Command	Site	Office Code	Email	Phone	Type
Lambert, Erin	NAVFAC	N00025	KTR-EL	<a href="mailto:lamberte@navfac.navy.mil">lamberte@navfac.navy.mil</a>	202-685-9140-	
Non Vendor, User				<a href="mailto:nonvendor@nonvendor.com">nonvendor@nonvendor.com</a>		O
Vendor, User				<a href="mailto:vendor@vendor.com">vendor@vendor.com</a>		V

V - Vendor  
O - Other Non-NAFI

Done Internet

# Creating Distribution Lists

## Summary

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1. Go to <https://www.nafi.navy.mil>, type in your NAFI User Name and Password, select Navy Domain, and click the 'Login' button.
2. Click on 'Personal Address Book'.
3. To find an existing NAFI user, enter information in the User Last Name box and click 'Search' (you can narrow your search by selecting a Command, Site and/or Office Code).
4. To add the existing NAFI user to the Distribution List, highlight the user and click on the 'Add User' button.
5. To add a contractor/vendor to the Distribution List, fill in the contractor/vendor's last name, first name and email address. Put a check in the Vendor box.
6. When all of the fields are filled in, select 'Add Name'.
7. To add a non-NAFI user that is not a vendor to the Distribution List, fill in the user's last name, first name and email address. Leave the Vendor check box empty.
8. When all of the fields are filled in, select 'Add Name'

# Creating Distribution Lists

## Summary

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9. To remove a name from your Distribution List, highlight the name and click 'Remove User'
10. When your Distribution List is complete, click 'Save List As'
11. Select a name for your Distribution List, indicate whether it is public or private, and click 'Save List'. This will make the list part of your NAFI Personal Address Book.
12. Your new Distribution List will now appear in your Personal Address Book. To view the recipients of this Distribution List, highlight the Distribution List name and click on the 'View Members' button.
13. Click the Browser Back button to return to your Personal Address Book.